

DL Wills and DL Seps Installation Guide

Things you will need:

- HQMC SharePoint access (<https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx>)
- **Government Laptop**
- JAL approved access to the JAL site (<https://ehqmc.usmc.mil/org/sja/JAL>)

DL Wills Installation (Please see page 6 for DL Seps Installation)

Step: 1

-Visit the "Staff Judge Advocate to the Commandant" homepage
<http://www.hqmc.marines.mil/sja/UnitHome.aspx>

Step: 2

-Choose "Secured Portal"



Step: 3

-Select "SJA Branches" -> "Legal Assistance"



Step: 4

- Select "DL Wills and DL Seps" under the Legal Assistance links area (right panel)



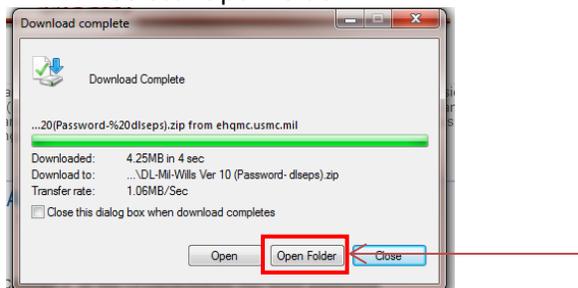
Step: 5

- Click "DL-Mil-Wills Ver 10 (Password – dlseps)" and select "Save"



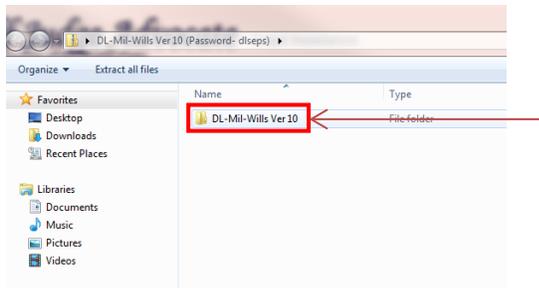
Step: 6

- Select "Open folder"



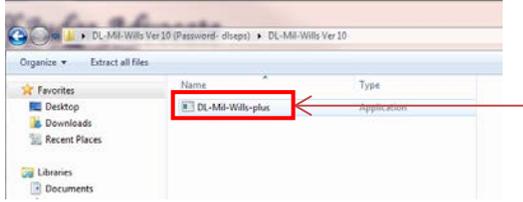
Step: 7

- Double-Click "DL-Mil-Wills Ver 10" folder



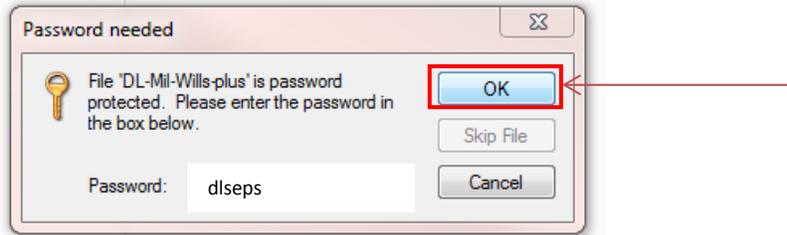
Step: 8

-Double-Click "DL-Mil Wills-plus" file



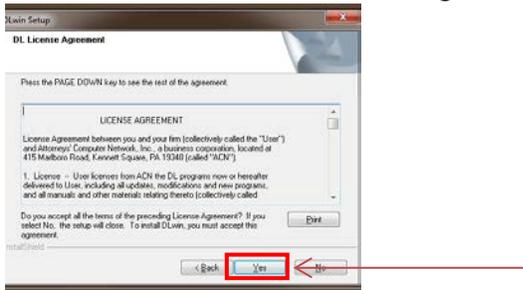
Step: 9

-Click "Run" -> enter Password as: dlseps -. Click "OK"



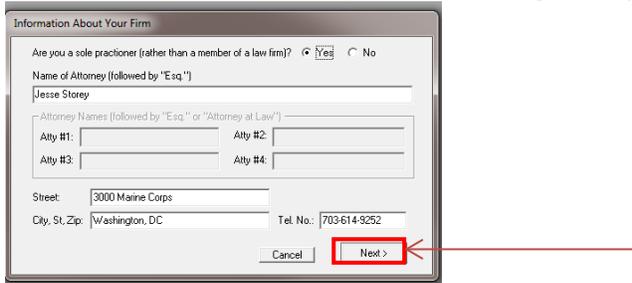
Step: 10

-Select "Yes" to the license agreement -> select "Next"



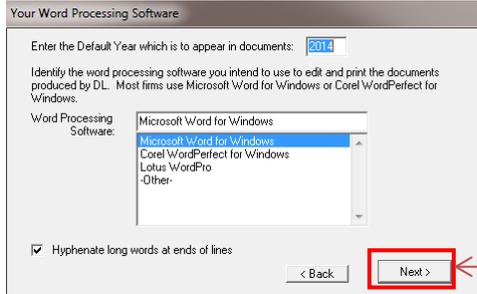
Step: 11

-Click "Cancel" to skip, or "OK" to Begin setup (Enter applicable data) -> Click "Next"



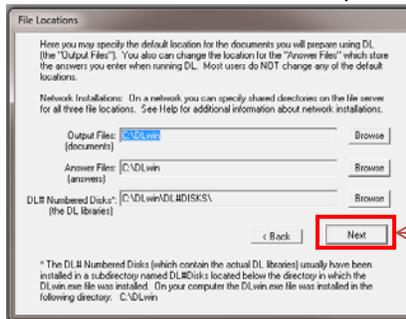
Step: 12

-Select your word processing software and click "Next"



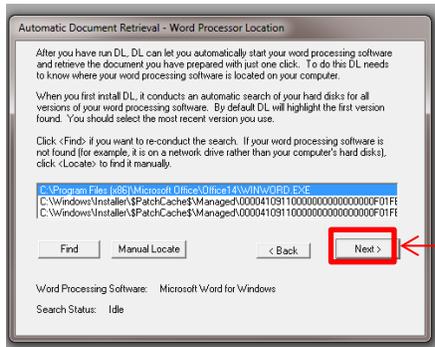
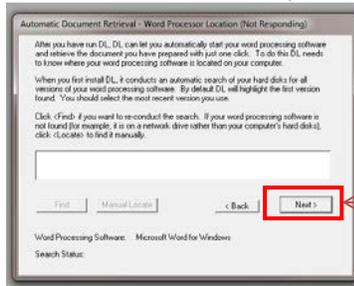
Step: 13

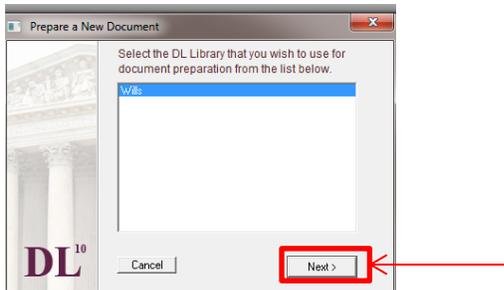
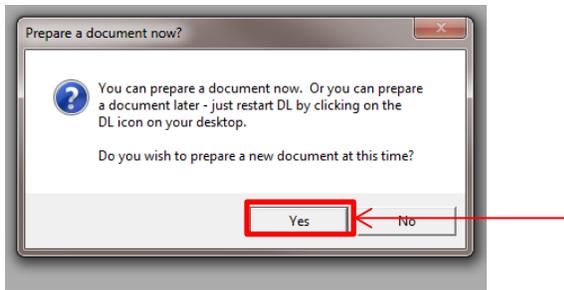
-Notice file location (change if necessary we recommend the default location) -> Click "Next"



Step: 14

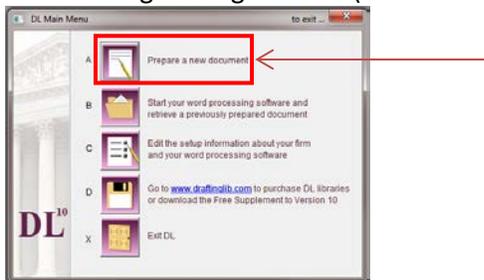
-Wait for the Automatic Document Retrieval service to run then click next
(This can take up to 20 minutes)





Step: 15

-Begin using DL Wills (Create new doc, etc.)



You have successfully installed DL Wills

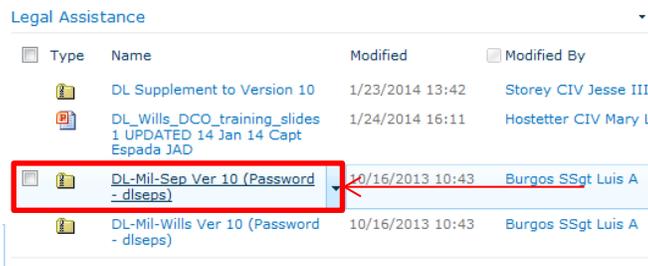
DLSEPS Installation

Step: 1

- Start at Step: 5 of the DL Wills Installation above

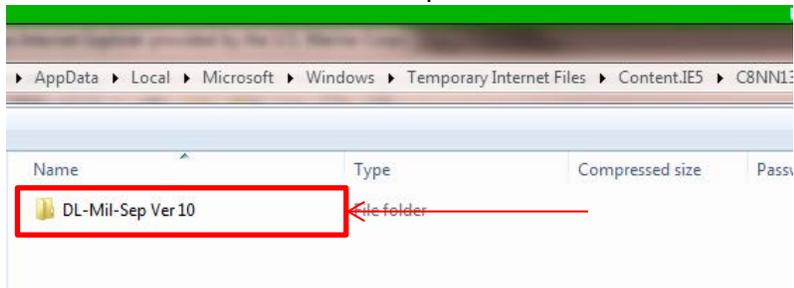
Step: 2

-Click “DL-Mil Sep Ver 10 (Password – dlseps)”



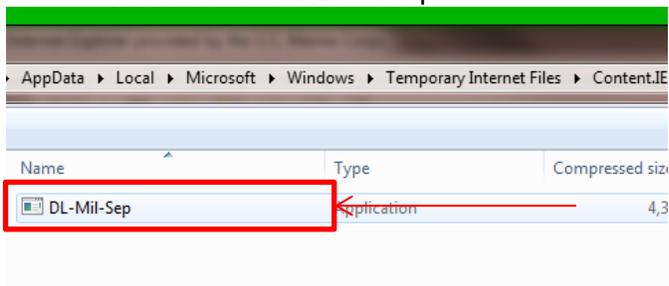
Step: 3

-Click into the “DL-Mil-Sep Ver 10” folder



Step: 4

-Double-Click “DL-Mil-Sep”



Step: 5

-Click “Run”



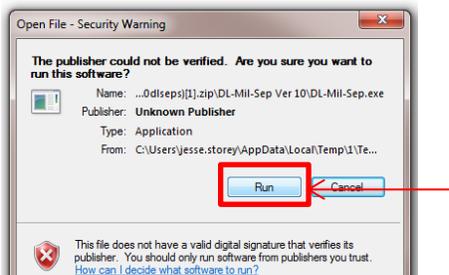
Step: 6

-Enter **dlseps** as the password



Step: 7

-Click "Run"



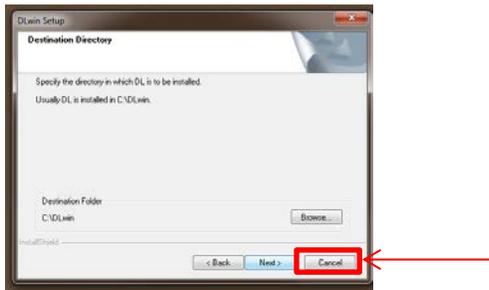
Step: 8

-Click "Yes"



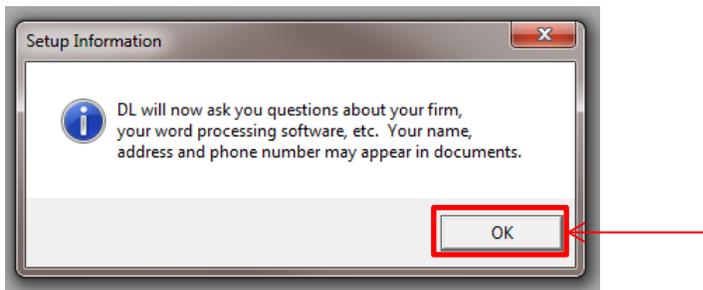
Step: 9

-Click "Next"



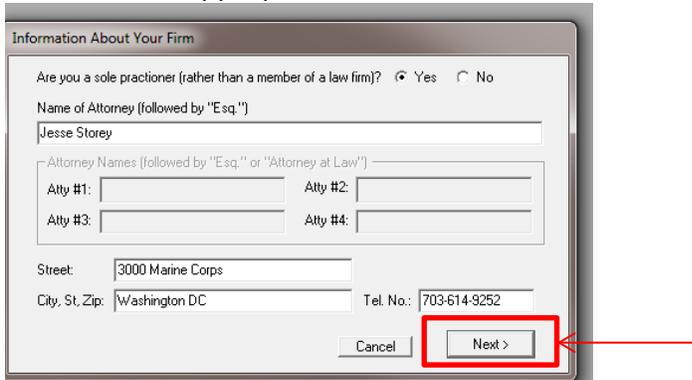
Step: 10

-Click "OK"



Step: 11

-Fill in appropriate information and click "Next"



Step: 12

-Select Microsoft Word (Default) and Click "Next"

The screenshot shows a dialog box titled "Your Word Processing Software". At the top, it says "Enter the Default Year which is to appear in documents:" with a text box containing "2014". Below this is a paragraph of instructions: "Identify the word processing software you intend to use to edit and print the documents produced by DL. Most firms use Microsoft Word for Windows or Corel WordPerfect for Windows." A list box labeled "Word Processing Software:" contains the following items: Microsoft Word for Windows (highlighted in blue), Corel WordPerfect for Windows, WordPerfect for DOS, Word for Dos, Works for Windows, Works for Dos, and Lotus WordPro. At the bottom left, there is a checked checkbox labeled "Hyphenate long words at ends of lines". At the bottom right, there are two buttons: "< Back" and "Next >". A red box highlights the "Next >" button, with a red arrow pointing to it from the right.

Step: 13

-Click "Next"

The screenshot shows a dialog box titled "File Locations". It contains instructions: "Here you may specify the default location for the documents you will prepare using DL (the 'Output Files'). You also can change the location for the 'Answer Files' which store the answers you enter when running DL. Most users do NOT change any of the default locations." Below this, there are three sections for "Network Installations": "Output Files (documents)", "Answer Files (answers)", and "DL# Numbered Disk-s* (the DL libraries)". Each section has a text box with a default path and a "Browse" button. The paths are: C:\DLwin, C:\DLwin, and C:\DLwin\DL#DISKS\ respectively. At the bottom, there are two buttons: "< Back" and "Next". A red box highlights the "Next" button, with a red arrow pointing to it from the right.

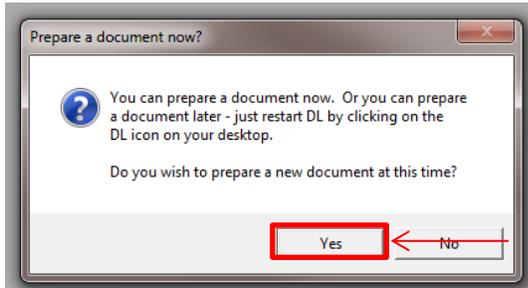
Step: 14

-Click "Next"

The screenshot shows a dialog box titled "Automatic Document Retrieval - Word Processor Location". It contains instructions: "After you have run DL, DL can let you automatically start your word processing software and retrieve the document you have prepared with just one click. To do this DL needs to know where your word processing software is located on your computer." Below this, there is a paragraph: "When you first install DL, it conducts an automatic search of your hard disks for all versions of your word processing software. By default DL will highlight the first version found. You should select the most recent version you use." Another paragraph follows: "Click '<Find>' if you want to re-conduct the search. If your word processing software is not found (for example, it is on a network drive rather than your computer's hard disks), click '<Locate>' to find it manually." A text box contains the path "C:\Program Files (x86)\Microsoft Office\Office14\WINWORD.EXE". Below the text box are three buttons: "Find", "Manual Locate", and "< Back". A red box highlights the "Next >" button, with a red arrow pointing to it from the right. At the bottom, it says "Word Processing Software: Microsoft Word for Windows" and "Search Status: Idle".

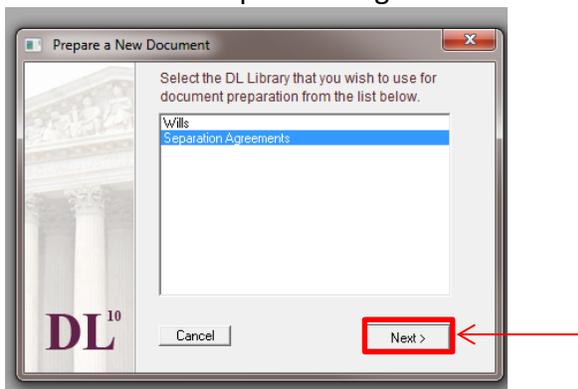
Step: 15

-Click "Yes"



Step 16:

-Select "Separation Agreements" and Click "Next"



Congratulations, you have completed your installation of DL Seps

If you have any issues please contact JAI at:

Jaiwebmaster@usmc.mil

703-614-9252